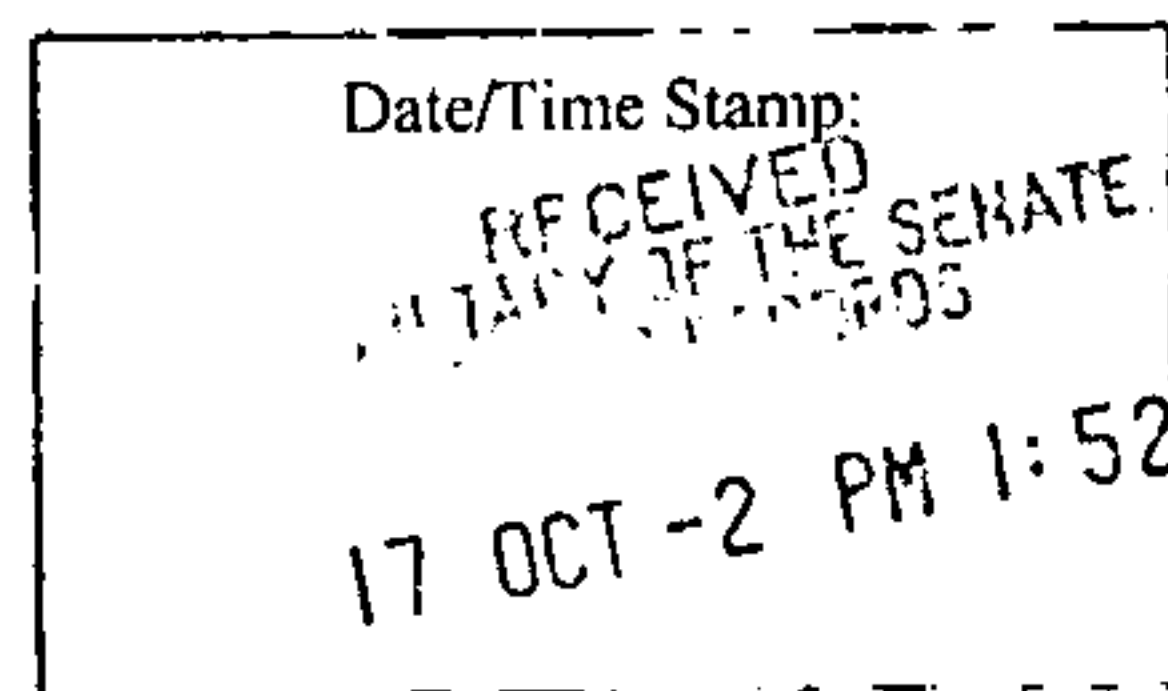


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

**New America Foundation**

Private Sponsor(s) (list all):

Travel date(s): **September 7-10 2017**

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$12,784.46	\$400	\$200	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): From Sept 8-9, discussed US and Iranian views on the JCPOA, and Middle East regional security issues.

(Full meeting agenda attached)

10/2/17  
(Date)

Matthew Duss  
(Printed name of traveler)

  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/2/17  
(Date)

  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Matthew Duss

Name of Traveler: \_\_\_\_\_

Senator Bernard Sanders

Employing Office/Committee: \_\_\_\_\_

New America Foundation

Private Sponsor(s) (list all): \_\_\_\_\_

Travel date(s): September 7-10, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Berlin, Germany

Explain how this trip is specifically connected to the traveler's official or representational duties:

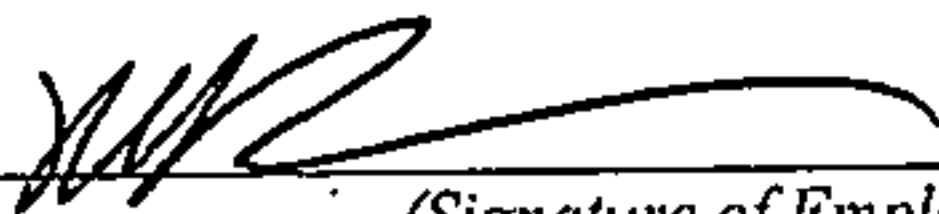
As Foreign Policy Advisor, I advise Senator Sanders on numerous foreign affairs and national security issues. This conference will increase my knowledge of Middle East regional affairs and their impact on U.S. and Iranian policy, and enhance my ability to advise Senator Sanders on these issues.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

July 31 2017  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Bernard Sanders

Matthew Duss

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

July 31 2017  
(Date)

  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): New America Foundation is the sole sponsor of the trip.
2. Description of the trip: To participate in a conference entitled "Challenges and Opportunities in U.S.-Iran Relations."
3. Dates of travel: September 7-10, 2017
4. Place of travel: Berlin, Germany
5. Name and title of Senate invitees: Matthew Duss, Policy Advisor, Office of Senator Bernard Sanders
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- =OR=**
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- =AND=**
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- =AND=**
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I ~~certify~~ that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

- ☐ (B) The ~~trip~~ is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I ~~certify~~ that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

New America Foundation is the organizer of the conference and trip, coordinating air travel, meeting facilities, hotel, meals, and ground transportation.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

New America Foundation is a nonprofit, nonpartisan, public policy institute that emphasizes big ideas and pragmatic solutions in domestic and foreign policy areas. The mission directly relates to the conference's goal of exploring the future of U.S.-Iran relations.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

As part of its educational mission, New America occasionally invites Congressional representatives and/or staff to participate in conferences, roundtables and study trips focused on issues relevant to U.S. policy.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

New America carries out educational activities as a nonprofit civic exercise, a think tank, a public forum, an  
and a media platform.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$12,784.46 (business class airfare; no first class services are provided)	\$400	\$200	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The conference is being organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Berlin was selected as the venue because it represents an approximate mid-way point for participants  
traveling from the U.S. and Iran.

19. Name and location of hotel or other lodging facility:

The Regent Hotel, Charlottenstrasse 49, 10117, Berlin, Germany

20. Reason(s) for selecting hotel or other lodging facility:

New America Foundation has used the Regent Hotel for past conferences, and its rates fall within the  
per diem rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for the conference (\$300) fall below the maximum per diem rate for official federal

Government travel to Berlin, Germany (\$309). Lodging and meals fall within the per diem rate for official

Government travel in Berlin, Germany. New America is providing no other expenses for the traveler.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Business class air travel is provided.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

Not applicable.

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Suzanne DiMaggio, Director & Senior Fellow

Name of Organization: New America Foundation

Address: 18 West 21st Street, New York, NY 10010

Telephone Number: 917-213-7247

Fax Number:

E-mail Address: dimaggio@newamerica.org



28 July 2017

Mr. Matt Duss  
Office of U.S. Senator Bernie Sanders  
332 Dirksen Senate Building  
Washington, DC 20510

Dear Mr. Duss,

On behalf of the New America Foundation, I am pleased to invite you to attend a conference we are organizing entitled "Challenges and Opportunities in U.S.-Iran Relations" in Berlin, Germany, on 8-9 September 2017.

The New America Foundation will cover all expenses related to your participation, including roundtrip airfare, hotel accommodation, meals, and ground transportation.

Please do not hesitate to contact me if you have any questions (tel: 917-213-7247; email: [dimaggio@newamerica.org](mailto:dimaggio@newamerica.org)).

Sincerely,

Suzanne DiMaggio  
Director & Senior Fellow, New America Foundation  
18 West 21st Street, New York, NY 10010

00000000007292







12:30-1:30	Lunch
1:30-3:00	Session 6   <i>Regional Security: Iraq, Syria, Yemen (continued)</i>
3:00-3:15	Break
3:15-4:45	Session 7   <i>Regional Security: Iran-Russia Relations</i>
4:45-5:00	Break
5:00-6:30	Session 8   <i>Conclusions and Wrap Up</i>
7:00	Concluding Dinner

07 SEP 2017 ▶ 10 SEP 2017 TRIP TO **BERLIN TEGEL, GERMANY**

PREPARED FOR  
**DUSS/MATTHEW S**

UNITED NATIONS TRAVEL  
215-922-4671  
UNTRAVEL@SABRE.NET  
TRAVEL CONSULTANT LB

RESERVATION CODE  
AIRLINE RESERVATION CODE



**DEPARTURE: THURSDAY 07 SEP** Please verify flight times prior to departure

**UNITED AIRLINES**  
**UA 3446**

Operated by:  
/REPUBLIC AIRLINES DBA  
UNITED EXPRESS

Duration:  
1hr(s) 20min(s)

Class:  
BUSINESS/BUSFIRST

Status:  
Confirmed

**DCA**  
WASHINGTON REAGAN, DC

▶ **EWR**  
NEWARK, NJ

Aircraft:  
Air

Distance (in Miles): 206

Stop(s): 0

Meals:  
Refreshment

Departing At:  
**10:00am**

Arriving At:  
**11:20am**

Terminal:  
TERMINAL B

Terminal:  
TERMINAL C

Passenger Name:  
» **DUSS/MATTHEW S**

Seats:  
02A / Confirmed

Frequent Flyer #:  
R / UNITED AIRLINES

eTicket Receipt(s):



**DEPARTURE: THURSDAY 07 SEP ▶ ARRIVAL: FRIDAY 08 SEP**

Please verify flight times prior to departure

**UNITED AIRLINES**  
**UA 0962**

Duration:  
8hr(s) 0min(s)

Class:  
BUSINESS/BUSFIRST

Status:  
Confirmed

**EWR**  
NEWARK, NJ

▶ **TXL**  
BERLIN TEGEL, GERMANY

Aircraft:  
BOEING 767 JET

Distance (in Miles): 3972

Stop(s): 0

Meals:  
Dinner

Departing At:  
**5:50pm**  
**(Thu, Sep 7)**

Arriving At:  
**7:50am**  
**(Fri, Sep 8)**

Terminal:  
TERMINAL C

Terminal:  
Not Available

Passenger Name:  
» **DUSS/MATTHEW S**

Seats:  
02D / Confirmed

Frequent Flyer #:  
[REDACTED] / UNITED AIRLINES

eTicket Receipt(s):

000000007295